



HSS Registered

Manager Central Sterilising Supply Department (CSSD)

Health Salaried Officers Agreement: Level G5

Position Number: 103560

CSSD – Clinical Operations

Royal Perth Hospital / East Metropolitan Health Service

Reporting Relationships

Co- Director Clinical Operations
HSO Level G14
Position Number: 602503



Nursing Director, Peri-Operative
SRN RN 10
Position Number: 105256



This Position



Directly reporting to this position:

Title	Classification	FTE
• Supervisor	HSO G3	3.0
• Sterilisation Technicians	HSW 11	37.6
• Store person	HSW 6	1.0
• Clerk	HSW 6	0.8



Also reporting to this supervisor:

- Various

Key Responsibilities

Responsible for the overall functioning of the Central Sterilising Supply Department, that includes the Theatre Sterile Stock Unit (TSSU) across Royal Perth Hospital (RPH) in accordance with AS/NZ4187 and ACHS EQUIP and the National Safety and Quality Health Service Standards. Provides leadership and organisational support in the management of sterilising services through education, consultation and audit compliance.

Brief Summary of Duties

1. Departmental Management

- 1.1 Coordinates the human, financial and physical resources within the RPH Central Sterilising Supply Department (CSSD).
- 1.2 Monitors the efficiency of service delivery and budget variances, making appropriate recommendations for corrective strategies and provides advice for budget submissions and formulates KPIs.
- 1.3 Maintains effective communication with suppliers and consumers facilitating team work and co-operation.
- 1.4 Participates in and/or represents CSSD in matters relevant to the functions provided by this position.
- 1.5 Participates in the strategic planning and alignment of CSSD within the Service Division.

2. Human Resource Management

- 2.1 Co-ordinates and participates in the effective performance management of staff involving the Nursing Co-Director, Human Resource department as appropriate.
- 2.2 Plans, develops, facilitates and evaluates education and development programs in collaboration with RPH Staff Development service.
- 2.3 Undertakes and ensures formal assessment of staff competency in sterilising service functions.
- 2.4 Promotes, participates in and utilises evidence based best practice and evaluation methodologies designed to improve practice and standards of care.
- 2.5 Develops and assesses performance indicators and maintains statistical/management information for planning, monitoring and evaluative purposes.

3. Quality Improvement

- 3.1 Ensures CSSD equipment complies with relevant Australian Standards (AS4187).
- 3.2 Reviews policies and procedures related to CSSD to meet Australian Standards (AS4187) and best practice in sterilising services.
- 3.3 Monitors and reviews standard of sterilisation practices, develops and implements Quality Improvement programs. Formulates, recommends and implements appropriate action.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, EMHS and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. An accredited Certificate in sterilisation technology.
2. Demonstrated leadership and management experience in sterilising services in a major hospital.
3. Sound knowledge of and experience in the application of human resource management principles.
4. Well-developed interpersonal and communication (verbal and written) skills.
5. Demonstrated knowledge and application of quality improvement principles.
6. Demonstrated ability to develop, implement and evaluate new and existing policies, procedures, training and development programs related to sterilising services.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Understanding of current issues affecting the health industry.
2. Knowledge and application of financial management principles.
3. Membership of a professional Sterilising Association.
4. An accredited Certificate in Infection Control.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Kerry Hodgkinson	HE84263	03/10/2017
Manager / Supervisor Name	Signature or	HE Number Date
Dept. / Division Head Name	Signature or	HE Number Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details

Created on	Last Updated on	May 2018
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